Government of Canada

Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Amendment Commande subséquente à une offre à commandes Modification

Page: 1

MAXSY: 173 DAI OTTAW CANAD	S HOUSIE 'A ON KI	ST N 7C7		PST N" - N° de TPS As per standing Seton l'offre pe Standing offer No E60ZN-1100	g offer ermanente N° dofre penn			Roxane			io - N° du Tél. 3-948-5116 on Previous Val	Fax. No N° de té 613-960-495 ue - Valeur précédent 4,961.25	6 te	Order No. N° de la demende 4500126242 Admend Data Date de la demande 11/30/2015
Vendor # - N 118430	° fournisseur	Contact Name - Norn du contact	Acc, # - N° comp.	Tai. No - Nº du Téi. 613-562-9943		ix. No N° de tél 613-241-6742		Inc./Dec	c Aug./Dim.	7,166.25	Revised valu	e - Montant révise 12,127.50		Data required - Demandé pour le 12/31/2015
Item No.	A	A. A.	Descri _l Descri _l	•					U of I U de D	Quantity Quantité	Unit Price Prix unitain	Disc e Disc		Ext.Price Prix prévu
00010	date t "Text of Text o	dment 1 is raised to inco March 31, 2016. hanged *** min Services (Intermediate Period: up to a maximum 33* bHelp needed at: ce Canada n Justice and Strategic Initiat) 37.5 HOURS (app	orox. 9 weeks)	irs and to	extend th	ne end		HR	825.00	0 14.	.70		12,127.50
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Daniele l Language re Exigences lis		Hours of work		rTime	Reason call-	2.	MaxSys	i)		Intermedia	te Admin Service	S SECRET Pariod of Contract Periode du contract	#	The state of the s
Exigences lingual		Hauras de travail 7.5 hours/day	N/	res supplementaires A	Molif The posit	ition is vacan	it and st	affing a	ction is be	sing complet	ed.			: 03/31/2016
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4	iress - Adresse		T T	Invoicing address - Adres		tion				FOB - FA	В		Amount	- Montant / CAD 12,127.50
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OTTAV	VA ON K	TST 14TH FLOOR		OTTAWA ON	K1A OH8	3	, , , ,			33 33 7 7			T. Arriot	unt - Montant T. / CAD
														13,704.08
To the S hereunds the stand	upplier: Yor er and in acc ling offer ag- isseur: Vot il précisés c	uctions spéciales ur standing offer referred to a ordance with the terms and ainst this call-up. re offre à commandes menti i-aprés, selon les conditions services stipulés dans l'offre	onnée ci-haut est énoncées dans l'o	nar la présente acc	entée Vou	ıs devez four	mirles s	services	du	Cantified Centifié e	pursuant to subsection? A CV ture	2(1) of Financial Adm (2(1) de la Loi eur la g	ninistration A gestion des i	ict finances publiques. Date
Invoices	are to be dis	tibuted in accordance with the		the standing offer a	nd/or detail	led above. A	All invoic	es shal	show the			pprouvé pour le Minis	stre	A MARIE OF THE PROPERTY OF THE
standing Distribue	offer numbe r les facture	er and financial code. s selon les instructions énon de l'offre et le code financie	cées dans l'offre :							M/Signa	no hau	I		10130.2015 Date
										Chillis	trai O			



Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Amendment Commande subséquente à une offre à commandes Modification

Page: 2

Order No. N° de la demande 4500126242

em Na. rticle n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	360 Albert Street, 9th Floor Ottawa, Ontario K1A 0H8					
	DUTIES: - Administrative support for new employees and departures # requests for new accounts: system coordination and IT requests, activate building pass (security), reconcile invoices and forward to Finance for payment; - Organize travel and accommodations for employees to attend conferences and meetings; - Assist in the procurement of material resources such as audio-visual and office equipment as well as monitoring these materials; - Review formatting of various documents for adherence to departmental guidelines; and - Assist in scheduling meetings and in collecting background information and documentation for them. Financial Codes Codage financier Montant 3601 -74020 - 15 -1100					
70000	The currency of this P.O. is - La devise de ce bon est : CAD					

12,127.50

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Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 1

To:-A: MAXSY	S LHOUSIE	Canada		PST N° - N° de As per stan Selon l'offre	TPS ding offe		Contact -	Sec. 1995	-ressource	Tel. No -	Nº do Tel. 73-5106	Fax. No N° de 416-952-15	télécop.	Grder No. Nº de la demande 4500126242
OTTAWA ON KIN 7C7 CANADA					Standing offer No N° d'offre permanente E60ZN-110002/029/ZN			N.						Order date Date de la demande 10/28/2015
Veridor # - N 118430	° lournisseur	Contact Name - Nom du contact	Acc. # - N° cor	Tel. No : N° du 613-562-99		Fax, No N° 06 613-241-67						×		Date required - Demandé pour le 12/31/2015
Item No. Article n°			*7 * 2	scription scription	- 1.00 to	Parameter was as 8	1.54.1.15.14	1	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Dis Dis		Ext.Price Prix prévu
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command	ie, que les s	services supules dans lotife	a commandes							Signature	0.000			Date
		tibuted in accordance with the rand financial code.								Approved for I	ne minister App	rouvé pour la Mini:	eu	
Distribuer numéro d	les factures e référence	selon les instructions énon de l'offre et le code financie	icées dans l'of r.	fre à commandes et	(ou) ci-h	aut. Toutes les	factures do	oivent p	orter le		\$75		<u> </u>	OCT 2 8 2015
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Call-Up Against a Standing Offer for Temporary Help Commande subséquente à une offre à commande pour de l'aide temporaire

Page:

Order No. N° de la demande 4500126242

DUTIES: - Administrative support for new employees and departures # requests for new accounts: system coordination and 17 requests, activate building pass (security), reconcile invoices and forward to Finance for payment; - Organize travel and accommodations for employees to attend conferences and meetings; - Assist in the procurement of material resources such as audio-visual and office equipment as well as monitoring these materials; - Review formatting of various documents for adherence to departmental guidelines; and - Assist in scheduling meetings and in collecting background information and documentation for them. Financial Codes Codes financier Montant 3801 -74020 - 15 -1100 ***Material and the first and the state of th	Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	ARICIE N	DUTIES: - Administrative support for new employees and departures # requests for new accounts: system coordination and IT requests, activate building pass (security), reconcile invoices and forward to Finance for payment; - Organize travel and accommodations for employees to attend conferences and meetings; - Assist in the procurement of material resources such as audio-visual and office equipment as well as monitoring these materials; - Review formatting of various documents for adherence to departmental guidelines; and - Assist in scheduling meetings and in collecting background information and documentation for them. Financial Codes Amount Codage financier Montant 3601 -74020 - 15 -1100		Quantite	Prix unitaire	Disc	Prix prévu

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Gouvernement du

Call-Up Against a Standing Offer for Temporary Help

Signature

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To:-A: RANDST 410-1600	AD INTI	ERIM INC	:	PST N° - N° de As per stan Selon l'offre	ding offer			ersonne-ressource Suepaul		N° du Tél. 73-5106	Fax. No N° de té 416-952-154		Order No. N° de la demanda 4500126411
410-1600 CARLING AVE OTTAWA ON K1Z 1G3 CANADA				Standing offer No N° d'offre permanente E60ZN-110002/114/ZN							Order date Date de la demande 11/13/2015		
Vendor # - N° f 140964	ounisseur	Contect Name - Non du contect	Acc. # - N* co	mp. Tet No - N° du 613.727.14		Faxi. No.⊸N° de	tèlécop.						Date required - Demende pour le 03/31/2016
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Bilingual	***********	7.5 hours/day		N/A	The	position is vaca	int and staffi	ng action is be	ing completed.		From: 11/18/3	2015 To	03/31/2016
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Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No. N° de la demande 4500126411

1	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	DUTIES				AND THE PROPERTY OF THE PROPER	
	 Liaise with Justice Canada colleagues and other government departments; 					
	- Prepare analysis and briefing notes for senior management;					
	- Prepare performance and planning reports;					
	- Organize webcasts;					
	- Conduct outreach to stakeholders, and support corporate initiatives;			The state of the s		
	- Work independently and complete multi-faceted tasks in a busy work environment;					
1	- Establish good rapport and positive partnerships with organizations, government officials and individuals					
	in the local community; and					
	- Communicate effectively both orally and in-writing with employees, senior management, and the general					
	public including community-based and professional organizations.					Laboration of the Control of the Con
	Financial Codes Amount					
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